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| 1. Application Date | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 16 1973 <i>73-264-267</i> APR 24 1973 | |
| 2. Agency Application No. | | | |
| 3. AGENCY, Division, Subdivision & Administering Office Address Office of the Lieutenant Governor State Capitol Atlanta, Georgia 30334 | | 4. Person to Contact Roena Moye | |
| | | 5. Working Title | 6. Tel. No. 656-5030 |
| 7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED. | | | |
| 8. Earliest & Latest Dates of Series 1971 - to Date | | 9. Exact Series Title Lieutenant Governor's Subject Files | |
| 10. What is the function of the office in which this record series is created The Lieutenant Governor is an elected constitutional officer in Georgia. He serves as the President of the Senate and in that capacity is responsible for presiding over sessions of the Senate; the certification of all accounts of members of the General Assembly; the appointment of officers and members of Senate standing committees; and service as an ex-officio member of all Senate committees and of the following State bodies: Properties Control Commission, Legislative Services Committee, Georgia Commission on Interstate Cooperation, and the Western and Atlantic Railroad Commission. The Lieutenant Governor is the officer designated to succeed the Governor should he be unable for any reason to perform his duties for the remainder of his term of office. | | | |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to all areas of responsibility and interest of the Lieutenant Governor. Includes at present, but is not limited to, correspondence, memoranda, etc. between the Lieutenant Governor and private citizens, county and local officials, state agency and elected officials, officials of other states, the federal government, private organizations, and persons overseas; statements of policies and procedures, directives and official correspondence and related papers of the President of the Senate; activity schedules and appointment books, speeches, news releases, published statements, biographical sketches, clippings, and photographs relating to the Lieutenant Governor - among others. The series is arranged in sections: Correspondence, alphabetically by locality (county, state, federal office, foreign country); Public Relations Materials (speeches, news releases, etc.) chronologically by date of issue with cross-reference by topic-subject; and General Subject (remaining materials) by subject and thereunder chronologically. ATTACH SAMPLES OF THE FILE SEE ATTACHMENT FOR MORE DESCRIPTION OF SUB-DIVISIONS OF THE SERIES | | | |
| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | No. of Drawers Cu. Ft. of Records |
| Letter-size File Drawers | | | |
| Legal-size File Drawers | | 58.5 | |
| ANNUAL RATE OF ACCUMULATION | | | |
| Floor Space Occupied (Square Feet) | | | In Office(s) In Storage Area(s) |
| | | | This Year's Last Year's Preceding Year's All Prior Year's |
| AVERAGE DAILY REFERENCES | | | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? Access to these files are at the discretion of the office holder. See transmittal form for restriction [X] []
17. Does the series initiate, amend or terminate agency policies and procedures? in some cases [X] []
18. Could the function be performed if the files were lost or destroyed? These files are mainly documentation files. [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value [X] []

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [X] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

The series provides historical documentation of the officer's administration

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[] CALENDAR YEAR -[] FISCAL YEAR -[X] Other See Below:

then:

[] Hold in the current files area _____ month(s)/_____ year(s):

[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):

[] Destroy.

[] Transfer to State Archives for permanent retention.

[] Destroy immediately after cut-off. Correspondence: Cut off at end of each calendar year; hold in current files area until end of term of Lt. Governor; retire to State Archives. Earlier retirement is authorized.

Public Relations Materials: Record Copy - Cut off at end of each calendar year; hold in the current files area until end of term of Lt. Governor; retire to State Archives.

Reference Copy - A copy of each speech, press release created should be sent to State Archives for security; Archives will hold reference copy until Record Copy Series is retired; then destroy it. (Indicate briefly rationale for recommendations above/or write additional remarks):

General Subject Materials: Cut off at end of term of Lt. Governor; retire to State Archives. Earlier retirement is authorized.

Attach Samples of the Series X

Records Management Officer

Date

26. Recommendations

[] Approved [] Disapproved

Head of Agency/Designee

Date

in Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee

Date

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee

Date

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date

LIEUTENANT GOVERNOR'S SUBJECT FILES SUB-DIVISIONS:

73-264 A. General Correspondence Files - Includes correspondence, memoranda and supporting papers between the Lieutenant Governor and the general public, county and local officials, the Governor and other state officers and agency officials, officials of the federal government, private organizations, and persons overseas. The series is arranged in sections by correspondent: General Public (Georgia) alphabetically by county; State Officers, by agency/office; Out-of-State alphabetically by State; Federal Government by agency or office and thereunder chronologically.

73-265 B. President of the Senate Files - Includes correspondence, memoranda, directives, appointments to committees and related recommendations, statements of policies and procedures, minutes and agenda of various committees, data on controversial legislation, and similar materials. The series is arranged by subject/name of committee and thereunder chronologically.

73-266 C. Public Relations Files - Includes several sections:

- 1) Public Relations Subject Files include correspondence, memos, etc. to and from the Press officer; biographical data on the Lt. Governor; photographs for distribution; published statements for distribution; special events plans; flyers, advertising, brochures, etc. and accompanying working papers - among others. The series is arranged by subject.
- 2) Press Release Files include record copies of all press releases. The file is arranged chronologically by date of release and cross-referenced by topic. Important releases might contain resulting articles from various papers in the same folder.
- 3) Speaking Engagement Files include fact sheets on audience/locality, correspondence, copy of speech, program, etc. The series is arranged chronologically and cross-referenced by topic.

LIEUTENANT GOVERNOR'S SUBJECT FILES SUB-DIVISIONS continued . . .

C. Public Relations Files continued . . .

4) Scrapbook Materials files
include clippings of articles from newspapers, magazines, etc. and photographs of the Lieutenant Governor; events programs; certificates of honor; published statements, flyers, brochures, etc. and similar materials suitable for inclusion in a bound scrapbook. The series is arranged chronologically within categories such as photographs, clippings, miscellaneous.

73267 D. General Subject File - Includes folders of materials documenting issues/events/topics of special interest or concern to the Lieutenant Governor; copies of guide/form letters and procedural instruction on how staff should handle various situations; activity schedules and appointment books; lists and directories - among others. The series is arranged by subject and thereunder chronologically.